SDAP Help Sheet for End-of-Course Assessment

https://sdap.emetric.net/Portal/ (works best in Google Chrome, Firefox, and Internet Explorer 9/10)

Step 1: Submit a Test Security Agreement (test coordinator **and** whoever administers the test)
> ** Make sure to use your **MIDDLE SCHOOL** account if this is for EOC**
> 1) In SDAP, click on **User Management**
> 2) Click on **Manage Test Security Agreements**
> 3) Make sure the "Program" is set as **EOC**
> 4) Click [Submit a New Test Security Agreement]
> 5) Read and click **Next**
> 6) Agree to the terms on page 2
> 7) Select the "Content Area" from the dropdown box
> 8) Choose the correct test. You may select more than one by holding down CTRL while selecting (See Step 8 regarding Form types)
> 9) Fill in your name, position, and email.
> 10) Click **Submit**
> 11) You will then see your name with the "Pending" status
> 12) Inform Mike Rickert (michael.rickert@state.sd.us) when your tests are pending approval.

Step 2: Create the Class
> 1) Log into SDAP and click on 🔵 iTester
> 2) Choose the correct subject in the dropdown box labeled, "Currently Working In"
> 3) Click on [Classes]
> 4) Select **Create New Class**
> 5) Create the class name, select the "Content Area" of the EOC test, and add the desired students
> 6) Click **Save**

Step 3: Schedule the Test
> 1) Click on 🔵 iTester (Teachers should write down the **Proctor Password** found on their iTester page when they log into SDAP – Proctor password is needed if students get kicked out of their test)
> 2) Choose the correct subject in the dropdown box labeled, "Currently Working In" in the upper right corner
> 3) Click on [Test Sessions]
> 4) Change "Program" to **EOC**
> 5) Select your test next to "Tests:" (the one you filled out the test security agreement for)
> 6) Click on **Schedule Test Sessions**
> 7) Choose the Form(s) you created on the left and the Class(es) you want to take the test on the right
> 8) Choose the timeframe your test will be open for your class. (When the students can log in)
> 9) Click on **Schedule Test Sessions**

Step 4: Print student logins
> 1) In SDAP, go to 🔵 iTester
> 2) Choose the correct subject in the dropdown box labeled, "Currently Working In"
> 3) Click on [Test Sessions]
> 4) Choose **EOC** in the "Program" dropdown box
> 5) Choose the correct test in the "Tests" dropdown box
> 6) Click on **View Details/Student Logins**
> *Test Irregularity Reports can be found here – Fill one out if there are complications*
> 7) Check the Select All Students box and click on **Print Student test logins** (if nothing happens, turn off your pop-up blocker)
> 8) Labels can be found on page two of the pdf document

Step 5: Download iTester3– *Test or Tech Coordinator*
1) Click iTester
2) Click on the link to download iTester
3) Perform "Workstation Site Readiness" on the students' computers
   a. Click on iTester
   b. Choose your "School" from the dropdown box
   c. Record the username and password given at the bottom of the page
   d. Open iTester program from computer desktop (downloaded in Step 5)
   e. Type in username and password from "c"
   f. Continue to follow screen directions
4) Repeat for all student computers
   ** iPads can now be used for the exams. You will need to download the iTester3 app on all of the students' iPads. You will need to enable to Guided Access Feature on each of the iPads to make them secure for testing.
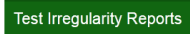
Step 6: Getting students logged in
1) Click on **iTester 3 for SD** icon found on the desktop (once downloaded on the computer)
2) Username is the student's SIMS number | Password is case sensitive and unique to the test
3) If you are using iPads, push the Home button three times to start Guided Access (Guided Access must already be enabled in Settings → Accessibility → Guided Access with password)

Step 7: View Data in Data Interaction – icon found on homepage (make sure to select **End Of Course**)
1) Roster Report → retrieve more data by clicking on the Score tab
2) Summary report will not be available until the testing window is complete

Step 8: Fill out Test Irregularity Report for missing tests or
1) Click iTester
2) Click [Test Irregularity Reports]
3) Click **Download Test Irregularity Report (Excel CSV)**
4) Fill out Excel Doc
5) Email to Mike Rickert (michael.rickert@state.sd.us)

Different Forms to choose from (if applicable)
- Form A – original test used for 8th graders in order to receive high school credit
  - When using an End of Course exam, the student must pass the exam with at least 80% proficiency prior to the start of the following school year in order to earn high school credit.
- Form B – Retake test if students score below 80% on Form A
- Form C – Course Equivalency to get credit for a class
  (Used for home school and transfer students)
  - When using a **course equivalency exam**, the student must pass the exam with at least **85%** proficiency in order for high school credit to be issued.